

## **Bolton Award Project Officer - Grade 5**

Careers and Employability

Ref: CAE-009/P

**Salary in the range of £24,771 – £29,514 per annum**

Closing date for applications is **12.00 noon on Wednesday 13 February 2019**

Interviews will take place on Thursday 28 February 2019

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An opportunity has arisen within Careers and Employability for a Project Officer to enhance and further develop the Employability Award Scheme across the University.

The successful candidate will support students through all stages of the Bolton Award process from recruitment and engagement, to troubleshooting queries; excellent interpersonal and communication skills and an ability to present information to large and individual groups is essential along with strong networking skills to facilitate the development of the Award.

A flexible and adaptable approach to the requirements of the role including good working knowledge of social media and the ability to manage new projects and initiatives are essential.

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An application form, job description and person specification can be viewed on our website: <http://www.bolton.ac.uk/Vacancies> or requested by email: [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk). Alternatively, please telephone our 24 hour answering service on extension 3579 (Please leave your home address details). Please remember to quote the position reference number.

Applicants need to be aware that only a completed application form will be considered, unless it is specifically indicated in an advertisement that a CV will be accepted. Where appropriate, you should include a list of all publications when submitting your application. Please ensure you quote the position reference number on all documentation submitted.

If an applicant is interested in more than one vacancy, a separate application form must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

\*Please note, the university reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

*The University of Bolton strives to achieve equality of opportunity*